

Example 37

PROCEDURE FOR MANAGEMENT REVIEW	Form 37 Completed by: <u>Jeff Miller</u> Date: <u>3/10/00</u>																				
Establish your company's procedure to prepare, conduct, and document upper management reviews.																					
<i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #20: Management Review</i> <i>Issue Date: March 10, 2000</i>																					
<u>I. Purpose</u> <i>To provide a standard procedure for top management to review the environmental management system and to ensure the system's continuing suitability, adequacy and effectiveness. Implementation of this procedure ensures that top management addresses the possible need for changes to the gas station's policy, objectives, and other elements of the environmental management system.</i>																					
<u>II. Definitions</u> <i>none.</i>																					
<u>III. Supporting Documents</u> <table border="0" data-bbox="162 966 1218 1323"><thead><tr><th><u>Document Identification</u></th><th><u>Title</u></th></tr></thead><tbody><tr><td>Form 3</td><td>Environmental Policy</td></tr><tr><td>Form 4</td><td>Company Activities, Products, and Services</td></tr><tr><td>Form 5</td><td>Checklist for Environmental Aspects</td></tr><tr><td>Form 6</td><td>Environmental Aspects And Impacts</td></tr><tr><td>Form 8</td><td>Legal And Other Requirements</td></tr><tr><td>Form 10</td><td>Checklist for Significant Impacts</td></tr><tr><td>Form 12</td><td>Environmental Objectives</td></tr><tr><td>Form 13</td><td>Objectives And Targets</td></tr><tr><td>Form 15</td><td>Environmental Management Program</td></tr></tbody></table>		<u>Document Identification</u>	<u>Title</u>	Form 3	Environmental Policy	Form 4	Company Activities, Products, and Services	Form 5	Checklist for Environmental Aspects	Form 6	Environmental Aspects And Impacts	Form 8	Legal And Other Requirements	Form 10	Checklist for Significant Impacts	Form 12	Environmental Objectives	Form 13	Objectives And Targets	Form 15	Environmental Management Program
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<u>IV. Procedure</u> <ol style="list-style-type: none">1. <i>The EMS representiver is responsible for scheduling and conducting an annual meeting for Management Review of the EMS. The annual review includes top management, EMS Coordinator and EMS representatiave.</i>2. <i>The EMS Coordinator ensures the necessary data and other information is collected prior to the meeting.</i>3. <i>At a minimum, the Management Review meeting will consider the following:</i><ul style="list-style-type: none">• <i>the suitability, adequacy and effectiveness of the environmental policy, objectives, and the elements of the EMS, including procedures</i>• <i>the extent to which objectives and targets have been met</i>• <i>the status of corrective and preventive actions</i>• <i>the results of any EMS audits conducted since the last Management Review meeting</i>• <i>the results of any action items from the previous Management Review meeting</i>• <i>concerns amongst relevant interested parties</i>																					

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<p><i>Fort Anywhere Motor Pool</i> <i>EMS Procedure #20: Management Review</i> <i>Issue Date: March 10, 2000</i></p> <p><u>IV. Procedure</u> (continued)</p> <p>4. <i>The EMS Coordinator is responsible for documenting the minutes at the Management Review meetings. The documented minutes will include:</i></p> <ul style="list-style-type: none"><i>• a list of attendees</i><i>• a summary of key issues discussed</i><i>• any action items that resulted from the meeting</i> <p>5. <i>A copy of the meeting minutes will be distributed to attendees and any individuals assigned action items. A copy of the meeting minutes will also be retained on file.</i></p>	